

**ARIZONA STATE SCHOOLS OF THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: PURCHASING MANAGER I

POSITION LOCATION: Agency Administration

POSITION REPORTS TO: Finance Director

POSITION SUPERVISES: Buyers, Warehouse Clerks

MINIMUM QUALIFICATIONS:

Five years of professional purchasing experience and knowledge of commodities and services in buying, purchasing and contracting for supplies, materials, equipment and/or services. A Bachelor's degree from an accredited college or university with a major in purchasing may substitute for two years of the required experience.

PREFERRED QUALIFICATIONS:

Experience with procurement in school settings; experience with procurement in a government agency; knowledge of the Arizona State Procurement Code.

MAJOR DUTIES AND RESPONSIBILITIES:

Manages the purchasing program for the agency; supervises, trains and evaluates the work of a staff of professional buyers; reviews, edits and approves all purchase requisitions from agency offices; supervises the procurement of supplies, materials, equipment and services from State supply agreements, authorized educational purchase cooperatives, and through independent purchasing activities by the staff; supervises the preparation of the purchase specifications, bid analyses and contract awards; prepares and manages intergovernmental agreements, internal service agreements and other contracts for services; coordinates activities and major independent purchases with the State Central Purchasing Office; assures compliance with State Purchasing laws and regulations; may establish or make recommendations on agency purchasing policies and procedures; confers with vendors; supervises the maintenance of records of agency purchasing activities including fixed assets management; develops a variety of reports; supervises the handling of surplus or salvage materials in accordance with existing regulations; manages storage, supply and related activities.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of purchasing practices and procedures; considerable knowledge of the laws, rules and regulations governing the purchase of goods and services; considerable knowledge of marketing practices; considerable knowledge of accounting and business law as they apply to purchasing administration; considerable knowledge of administration and supervision. Ability to direct a complex purchasing operation; ability to perform the most difficult technical purchasing work; ability to develop and implement procedures; ability to communicate effectively; ability to coordinate and supervise.